

Policy Document

On

Providing Financial Support to Teachers for Attending Conferences/ Workshops

The core value of our Institution is to focus on quality. Thus, emanates the quality policy that encompasses about enhancing competence of the faculty by encouraging them to adopt innovative and updated methods of teaching based on latest technology. In this pursuit, college provides support to teachers for professional development.

Objectives

- To encourage the teaching staff for presentation of papers in National and International conferences
- To provide funds at the departmental level for guest lectures, seminars, field visits as well as performing events, joint activities and outreach programs
- Organizing staff training and development programs to enhance professional competency
- To upgrade their scholarly accreditations in accordance with the expectations.

Scope of Financial Support

The teachers are provided with financial support for professional development activities like

- Participating in the conferences/ seminars/ workshops
- Publishing research papers in highly reputed journals

All aided and unaided teachers can avail the financial support

Forms of Financial Support

The financial support to the teachers can be provided for:

- Registration fees for seminars, conferences and workshops
- Travelling and accommodation allowances in case of outstation seminars, workshops and conferences
- Membership of Professional Bodies
- Enrolling for a Professional Development Course

Procedure for Application and Approval

The teachers need to follow the following procedure for application and approval for availing the financial support:

1. Teachers are deputed for seminars, workshops or conferences by the Principal. The teacher makes an application to the Principal regarding their registration fees and allowances, if

applicable. After the approval of the Principal, the funds are released for the same by the Accounts section.

2. In case, when the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.

3. The teachers may be interested to become members of professional bodies. The College sanctions the membership fees Upto 2000 upon the application of the concerned teacher for the same. The receipts and records are maintained by the Accounts section.